



**Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141**

Phone: 503-842-2472

Fax: 503-842-3445

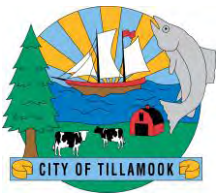
**Public Meeting Notice
August 24, 2011 - 5:30 PM
Tillamook City Hall – 210 Laurel Avenue – Tillamook Oregon 97141
Meeting Agenda**

1. **Call to Order and Roll Call**
2. **Approval of Minutes:**
 - a) Regular Meeting Minutes of August 10, 2011
3. **Approval of Bills: \$865.00**
4. **Financial Report:** July 31, 2011 (Milt Johnson and Kathie Gordon-Brooks from Bryan P. Fitzsimmons, CPA)
5. **Public Non-Agenda Items:** Public Concerns/Comments (5 minute limitation).
6. **Pending Business:**
 - a) Plan Amendment – Discussion and Possible Acceptance of Proposal
 - b) 1st Street Parking Lot City Council Response – Paul Wyntergreen
 - c) Beals Building Project Update – Don Hurd
7. **New Business:**
 - a) 3rd Street Engineering – July 2011 Invoice #2 – **Approval** of \$18,794.65
8. **Committee Reports:**
 - a) Streetscapes Committee – Lynda Casey
 - b) Grant Loan Application Committee – Approval of Revised Application and Guidelines - John Sandusky
9. **Correspondence/Information:**
 - a) Oregon Main Street Annual Conference – October 5-7, 2011
 - b) Certificate of Insurance – Janac Building
 - c) Tillamook County Tax Statement – July 2011
10. **Concerns of the Board/ Non-Agenda Items**
11. **TURA Meetings:**
 - a) Streetscapes Committee – September 13, 2011 @ noon
 - b) Regular Board Meeting – September 14 & 28, 2011 @ 5:30 pm
12. **Adjournment**

This is a public meeting per ORS Chapter 192. The Board reserves the right to adjourn into Executive Session per ORS 192.660. The meeting location is accessible to persons with disabilities. Please contact the office of the City Manager of Tillamook at 503-842-2472 should special accommodations be required for citizens with visual or hearing impairment. Persons with hearing impairments may contact the Oregon Relay Service at 1-800-648-3458 (TDD) OR 1-800-648-4442 (VOICE)

**Posted August 22, 2011
Tillamook Fire District * Tillamook City Hall * Tillamook County Library *Tillamook County Court House**

Agency Board Members:
Chair: Don Hurd; Vice-Chair: Carolyn Decker
Joe Martin, John Sandusky, Alene Allen, Lynda Casey, Dave Schrom
Administrator: Paul Wyntergreen, Executive Assistant: Debbi Reeves



Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141

Phone: 503-842-2472

Fax: 503-842-3445

TURA Regular Meeting
Wednesday – August 10, 2011 - 5:30 P.M.

Board Members Present:

Chairman Don Hurd
Vice Chair Carolyn Decker
Alene Allen
Lynda Casey
Joe Martin
Dave Schrom

Board Members Absent:

John Sandusky

Staff Present:

Paul Wyntergreen: Administrator
Debbi Reeves: Executive Assistant

Guests/Public:

Andy Parks, Chris Zahas

- 1) **Call to Order and Roll Call:** Chairman Hurd announced the meeting would start a few minutes late in order to have a quorum of the board present. He called the meeting to order at 5:35 pm with a quorum present. Reeves did the roll call of the board members present. Casey joined the meeting at 5:40 pm. Decker came in at 5:45 pm.
- 2) **Approval of the Minutes:** Chairman Hurd asked if there were any corrections or additions to the July 27, 2011 minutes.
 - Martin made a motion to approve the minutes of the July 27, 2011 meeting as presented. Schrom seconded the motion. The motion passed unanimously by all board members seated.
- 3) **Approval of the Bills:** Chairman Hurd asked if there were any questions or comments regarding the bills. Reeves mentioned there was an annual fee from the Government Ethic Commission and Wyntergreen explained this is a new fee.
 - Martin made a motion to pay the bills in the amount of \$1,216.95 (checks #563 - #566). Hurd seconded the motion. Ayes were received by all board members present and the motion passed unanimously.
- 4) **Financial Report:** None
- 5) **Concerns of the Board/Non-Agenda Items:** Chairman Hurd noted he would move

Concerns of the Board to this part of the agenda to allow **Decker** to be in for the rest of the meeting. **Casey** asked if the 1st Street billing and change orders had been discussed, from the prior meeting. **Wyntergreen** explained the project manager could make minor changes. He would like to see this tightened up the next time a project manager is hired. **Casey** also asked about the Beals Building contract and **Reeves** explained the contract had been emailed to **Saito** so she would be able to take to her attorney for legal advice. Casey then asked about the insurance on the **Janac** building and where that stood. **Hurd** said he had spoken with **Janac** who said the policy had been rewritten for an annual premium of \$2,000. **Reeves** will check on the status of the insurance find out the policy limits since this premium amount is lower than previous years.

Wyntergreen mentioned the Public Hearing for the annexation of the potential Bi-Mart project site will be on the September 19 City Council agenda. He explained the details and process of the annexation.

6) **New Business:**

- a) **3rd Street Engineering July 2011 Invoice:** **Chairman Hurd** asked if there were any questions regarding the 3rd Street billing for July 2011. There was discussion about how far the Right of Way (ROW) part of the project was at this time. **Reeves** thought the project was about 50% completed at this time. **Hurd** asked for a motion to approve payment of the invoice.

➤ **Schrom made a motion to pay Tillamook County Public Works \$15, 294.19 for the July 2011 invoice. Allen seconded the motion. Ayes were received by all board members present and the motion passed unanimously.**

- b) **TLC Line of Credit Increase:** **Chairman Hurd** spoke about the increase for the line of credit concerning the 1st Street Project. There were unforeseen costs that would put the line over the \$100,000 limit. There was discussion as to whether raising the limit by \$5,000 would be enough to complete the project and it was decided it should be enough. **Hurd** mentioned the retaining wall has not been completed and the bike rack has not been installed. **Reeves** mentioned there was a letter to TLC Credit Union that would need to be signed by the board in order to expedite the request.

➤ **Martin made a motion to increase the TLC Credit Union Line of credit associated with the 1st Street Parking Lot project to \$105,000. Casey seconded the motion. Ayes were received by all board members present and the motion passed unanimously.**

7) **Pending Business:**

- a) **Plan Amendment Proposal:** **Chairman Hurd** asked **Andy Parks** and **Chris Zahas** to introduce themselves and speak about the Plan Amendment proposal they had

submitted to the board. **Zahas** of Leland Consulting spoke about the history of the company and the work the company does with GEL Oregon, the company **Andy Parks** works for. There was discussion about minor, major and substantial urban renewal plan amendments. **Zahas** spoke about economic development. He handed out a brief outline for the plan amendment. There was discussion about assessed value, legal implications, taxing districts and taxing levy. **Andy Parks** spoke about his part in a plan amendments and the financial aspect of the project. **Chairman Hurd** thanked them for their presentation noting the board would make a decision shortly and get back to them.

- b) **1st Street Parking Lot Update:** **Schrom** mentioned the Public Parking signs are up but the retaining wall is not completed. **Hurd** noted the City Council will be discussing the issue of the parking lot at the next council meeting. He would like to have an Intergovernmental Agreement (IGA) rather than a lease if possible. This will be looked into further. There was discussion about the insurance of the parking lot. TURA may have to insure the parking lot. There was discussion about the options of a lease or IGA. **Casey** asked about the items listed in the letter to the council. These items were discussed.
 - c) **Beals Building Update:** **Chairman Hurd** has spoken with **Marilyn Saito** and she is concerned with certain items in the contract that was sent to her. He went over her concerns with First Right of Refusal and the increase in the monthly payment amount of the loan. **Reeves** explained the difference in payment amount could be from changing the payments from simple interest to compounded interest. There was discussion about what TURA might be able to do to resolve these issues. **Hurd** noted **Reeves** could contact **Saito** next week with the board's response to her concerns. **Schrom** noted he would not like to see the project stopped because of these small issues. Consensus of the board was to wait and contact **Saito** next week. First Right of Refusal was discussed as well as several other items pertaining to the project.
- 8) **Committee Reports:** None
 - 9) **Correspondence:** **Chairman Hurd** noted the PUD Transmission line project meeting notice included in the board packet. He also noted the Northwest Oregon Transit Alliance meeting notice. He would like to encourage board participation whenever possible.
 - 10) **Concerns of the Board:** **Chairman Hurd** asked about the Carlich House and what was happening with the removal of the house from the site. **Wyntergreen** mentioned he has been contacted by some of the people involved in the project and the issue will be going before the Beautification Committee regarding moving the house to Goodspeed Park. **Wyntergreen** explained and there was discussion about moving the building and the Hoquarton Trail group.

Casey said she is interested in attending the OPI Conference in September if she is able to

fit it into her schedule and get time off work. She will let **Reeves** know in order to make the reservations. **Hurd** noted TURA would pay costs if she could attend.

11) **Meetings:** The next regular TURA meeting is August 24, 2011 at 5:30 p.m.

12) **Adjournment:** **Chairman Hurd** adjourned the meeting at 6:45 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman

DRAFT

10:19 AM
August 22, 2011
Cash Basis

Tillamook Urban Renewal Agency
Check Report
August 24, 2011

Date	Num	Name	Memo	Split	Paid Amount
Aug 24, 11					
8/24/2011	567	Baertlein & Phegley CPA	Bookkeeping Service - July 2011	62142 · Financial/Audit Service	-221.00
8/24/2011	568	John H Tuthill & Associates	Attorney Service - July 2011	62140 · Legal Services	-644.00
Aug 24, 11					-865.00

Tillamook Urban Renewal Agency

Financial Statements

July 31, 2011

Bryan P. Fitzsimmons, CPA

2015 N.W. 39th Street, Suite 200

Lincoln City, Oregon 97367

Phone (541) 994-3333 Fax (541) 994-8116

Accountant's Compilation Report

To the Board of Directors
Tillamook Urban Renewal Agency
Tillamook, Oregon 97141

I have compiled the accompanying statements of cash receipts, disbursements and balance with annual budget to interim actual comparisons for the General Fund and Tax Increment Fund of Tillamook Urban Renewal Agency (a governmental agency) as of and for the one month ended July 31, 2011. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements. The budget and actual comparison information is presented only for supplementary analysis purposes and was compiled from information that is the representation of management.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the cash tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the agency's assets, liabilities, equity, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.



Bryan P. Fitzsimmons
Certified Public Accountant
August 18, 2011

Tillamook Urban Renewal Agency
General Fund
Statement of Cash Receipts, Disbursements and Balance
with Annual Budget to Interim Actual Comparisons
For the One Month Ended July 31, 2011

	<u>Month Of</u> <u>July 2011</u>	<u>Annual</u> <u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Resources & Receipts:				
40001 · Beginning Fund Balance - 7/1/2011	137,722.47	140,000.00	(2,277.53)	98.37%
27200 · Long Term Loan Repaymt Income	1,000.00	12,000.00	(11,000.00)	8.33%
27210 · Short Term Loan	75,974.42	504,000.00	(428,025.58)	15.07%
45031 · Interest Earned	51.53	500.00	(448.47)	10.31%
45035 · Late Charges & Fees	-	1,500.00	(1,500.00)	0.0%
Total Resources and Receipts	214,748.42	658,000.00	(443,251.58)	32.64%
Disbursements:				
Materials and Services:				
62100 · CONTRACT SERVICES				
62142 · Financial/Audit Service	2,812.50	10,500.00	(7,687.50)	26.79%
62143 · Engineer/Archi Services	-	3,000.00	(3,000.00)	0.0%
62144 · Design/Enviro Studies	-	2,500.00	(2,500.00)	0.0%
62145 · Internet Web Services	16.50	500.00	(483.50)	3.3%
62146 · Appraisals Inspections	-	200.00	(200.00)	0.0%
62110 · IGA Services (City Tillamook)	1,500.00	37,695.00	(36,195.00)	3.98%
62140 · Legal Services	52.50	5,000.00	(4,947.50)	1.05%
62141 · Consulting Fees	-	25,000.00	(25,000.00)	0.0%
Total 62100 · CONTRACT SERVICES	4,381.50	84,395.00	(80,013.50)	5.19%
65000 · OPERATIONS				
65005 · Legal/Advertise/Publica	-	1,500.00	(1,500.00)	0.0%
65020 · Postage	-	300.00	(300.00)	0.0%
65040 · Office Supplies	-	1,500.00	(1,500.00)	0.0%
65110 · Bank Fees	5.06	-	5.06	100.0%
Total 65000 · OPERATIONS	5.06	3,300.00	(3,294.94)	0.15%
68300 · TRAVEL AND MEETINGS				
68310 · Agency Comm Meet Exp	48.00	500.00	(452.00)	9.6%
68330 · Conference Education	-	200.00	(200.00)	0.0%
Total 68300 · TRAVEL AND MEETINGS	48.00	700.00	(652.00)	6.86%
Total Materials and Services	4,434.56	88,395.00	(83,960.44)	5.02%
70000 · CAPITAL OUTLAY				
70070 · Facade Loan Grant	-	50,000.00	(50,000.00)	0.0%
70100 · Streetscape Beautification	-	10,000.00	(10,000.00)	0.0%
70105 · Land/Prop Purch/Develop				
70106 · Project Fees	374.65	-	374.65	100.0%
70148 · TLC Loan #148 3rd St Engineerin	12,602.62	-	12,602.62	100.0%
70149 · TLC Loan #149 Janac Combined	-	-	-	0.0%
70151 · TLC Loan #151 Parking Lot	63,371.80	-	63,371.80	100.0%
70105 · Land/Prop Purch/Develop - Other	-	358,000.00	(358,000.00)	0.0%
Total 70105 · Land/Prop Purch/Develop	76,349.07	358,000.00	(281,650.93)	21.33%
70107 · Reserved Agency Project	300.34	121,000.00	(120,699.66)	0.25%
Total 70000 · CAPITAL OUTLAY	76,649.41	539,000.00	(462,350.59)	14.22%

See Accountant's Report

**Tillamook Urban Renewal Agency
General Fund
Statement of Cash Receipts, Disbursements and Balance
with Annual Budget to Interim Actual Comparisons
For the One Month Ended July 31, 2011**

	<u>Month Of</u> <u>July 2011</u>	<u>Annual</u> <u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Disbursements	<u>81,083.97</u>	<u>627,395.00</u>		
Ending Fund Balance	<u><u>133,664.45</u></u>	<u><u>30,605.00</u></u>		
Components of Fund Balance:				
Cash held in TLC account	\$ 5,015.54			
Cash held in US Bank account	9,052.52			
Cash held in LGIP #3702	118,543.67			
Due From Tax Increment Fund	<u>1,052.72</u>			
	<u><u>\$ 133,664.45</u></u>			

See Accountant's Report

Tillamook Urban Renewal Agency
Tax Increment Fund
Statement of Cash Receipts, Disbursements and Balance
with Annual Budget to Interim Actual Comparisons
For the One Month Ended July 31, 2011

	<u>Month Of</u> <u>July 2011</u>	<u>Annual</u> <u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Resources and Receipts:				
80001 · Beginning Fund Balance - 7/1/2011	49,067.28	30,000.00	19,067.28	163.56%
83690 · Interest Earned - TIF	21.23	500.00	(478.77)	4.25%
83680 · Prior Years' Taxes Received	1,693.12	7,000.00	(5,306.88)	24.19%
83677 · LGIP 3677 Tax Revenues Received	-	240,000.00	(240,000.00)	0.0%
Total Resources and Receipts	<u>50,781.63</u>	<u>277,500.00</u>	<u>(226,718.37)</u>	<u>18.3%</u>
Disbursements:				
86000 · Loan Repayments				
86110 · Repay Special Payments	-	11,500.00	(11,500.00)	0.0%
86145 · Repay TLC #145 Cameron	-	42,000.00	(42,000.00)	0.0%
86148 · Repay TLC #148 Third St. Engin	812.11	36,000.00	(35,187.89)	2.26%
86149 · Repay TLC #149 Janac Combined	-	46,000.00	(46,000.00)	0.0%
86151 · Repay TLC #151 Parking Lot	240.61	22,500.00	(22,259.39)	1.07%
86111 · Anticipated Repayment - Playgrd	-	4,800.00	(4,800.00)	0.0%
Total 86000 · Loan Repayments	<u>1,052.72</u>	<u>162,800.00</u>	<u>(161,747.28)</u>	<u>0.65%</u>
87000 · Other Disbursements				
85110 · Bank Fees - TIF	10.35	1,500.00	(1,489.65)	0.69%
Total 87000 · Other Disbursements	<u>10.35</u>	<u>1,500.00</u>	<u>(1,489.65)</u>	<u>0.69%</u>
Total Disbursements	<u>1,063.07</u>	<u>164,300.00</u>		
Reserve for Future Debt Service	<u>49,718.56</u>	<u>113,200.00</u>		
Components of Fund Balance:				
Cash held in LGIP #3677	\$ 50,771.28			
Due to General Fund	(1,052.72)			
	<u>\$ 49,718.56</u>			

Loan Balances:

TLC Loan #145 Cameron Property	\$ 110,790.81
TLC LOC #148 Third Street Improvement	210,070.00
TLC Loan #149 Janac Consolidation of Loans	164,531.85
TLC LOC #151 Parking Lots	96,241.40
	<u>\$ 581,634.06</u>

See Accountant's Report

Memorandum



To: TURA Board of Directors
From: City Manager Paul Wyntergreen
Date: 8/18/2011
Re: City Council Response to Parking Lot Proposal

The City Council reviewed the TURA proposal for the parking lot and came back with the following:

- 1) The City will accept a two year, unrestricted, triple net lease on the property. The City does not want an automatic renewal on the lease as they would like to review costs after two years. A triple net lease agreement was the recommendation of the CIS underwriter so they would be able to insure the property under the City insurance policy.
- 2) The City would like the lease agreement to state there is a mutual 120 day notice of termination.
- 3) The City will make a quarterly payment of 10% of all gross rent revenues.

If TURA agrees to these changes a lease agreement can be drawn up.
Thank you.

TILLAMOOK COUNTY PUBLIC WORKS

503 MAROLF LOOP
TILLAMOOK, OR 97141
(503) 842-3419
pubwks@co.tillamook.or.us

Fax (503) 842-6473

STATEMENT

Date Printed: 8/16/2011
Customer Acct: 200
Payment Terms: 30 days

Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook,, OR 97141

Ship To:

Invoice#	Invoice Date	Description	Invoice Total	Invoice Balance
0802111477	08/02/2011	NW Engineers Invoice #1291 reimbursement	\$15,294.19	\$15,294.19
Payment Date		Check #	Amount	
			\$0.00	
0816111482	08/16/2011	NW Engineers Invoice #1302 Reimbursement	\$18,724.65	\$18,724.65
Payment Date		Check #	Amount	
			\$0.00	
Invoice Activity Sub-Totals			\$0.00	\$34,018.84
Credits		Check #	Check Amount	Remaining Balance
		Total Credits		\$0.00
Total Balance Due				\$34,018.84

TILLAMOOK COUNTY PUBLIC WORKS

503 MAROLF LOOP

TILLAMOOK, OR 97141

(503) 842-3419

Fax: (503) 842-6473

pubwks@co.tillamook.or.us

INVOICEInvoice #: **0816111482**Date Printed: **8/16/2011**Customer Acct: **200**Payment Terms: **30 Days**

Tillamook Urban Renewal Agency

210 Laurel Avenue

Tillamook, OR 97141

Date	Qty.	UOM	Description	Unit Price	Amount
8/11/2011	1	Each	NW Engineers Invoice #1302 Reimbursement	\$18,724.65	\$18,724.65
Total:				\$18,724.65	\$18,724.65

Peggy Weitman

From: Greg Thiel [GregT@nw-eng.com]
Sent: Friday, August 12, 2011 4:42 PM
To: Peggy Weitman
Cc: Liane Welch
Subject: FW: Message from KMBT_C352
Attachments: SKMBT_C35211081216260.pdf

Peggy-This is an invoice for ROW Associates-two invoices which came in after we invoiced for July. (Liane said it was OK to send this second invoice so ROW Associates and the appraiser can be paid a little quicker.

We note a "past due" balance on this invoice-this is really not past due but only one-half of our invoice for July was paid-received yesterday. Please call me if you have any questions on this. Thanks.

Greg Thiel

PS-Liane said you injured your eye somehow-I hope everything is OK now.



Greg Thiel, PE
Principal
Cell 503.913.8098
gregt@nw-eng.com
www.nw-eng.com

NW Engineers, LLC
19075 NW Tanasbourne Drive, Ste 160
Hillsboro, Oregon 97124
T 503.601.4401
F 503.601.4402

This message is intended for the sole use of the individual to whom it is addressed. It may contain information that is privileged, confidential or exempt from disclosure under applicable laws. If you are not the intended addressee you are hereby notified that you may not use, copy, disclose, or distribute to anyone this message or any information contained within this message. If you have received this message in error, please immediately advise the sender by replying to this email and delete this message.

Sent: Friday, August 12, 2011 9:27 AM
To: gregt@nw-eng.com
Subject: Message from KMBT_C352



INVOICE

Tillamook County
Attn: Liane Welch
201 Laurel Avenue
Tillamook, OR 97141

Invoice No: 08-11 #1302
Invoice Date: 12-Aug-11
Due Date: Upon Receipt

Contract: N0151 Tillamook County 3rd Street Design
For professional services through August 12, 2011

Customer ID: H0039

Billing Summary

Contract Services Time Expense/Costs - NW Engineers, LLC

	Budget	Billed to date	Total
1 <u>Project Management</u>	\$6,650.00	\$6,431.51	\$0.00
2 <u>Survey</u>	\$31,500.00	\$33,452.99	\$0.00
3 <u>Offsite Survey</u>	\$5,250.00	\$5,250.00	\$0.00
4 <u>Geotechnical</u>	\$13,825.00	\$12,781.47	\$0.00
5 <u>Preliminary Civil Engineering</u>	\$26,616.00	\$30,364.14	\$0.00
6 <u>Preliminary Stormwater Engineering</u>	\$17,970.00	\$17,354.35	\$0.00
7 <u>Final Civil Engineering Design</u>	\$13,475.00	\$29,453.35	\$0.00
8 <u>Final Stormwater Design</u>	\$8,985.00	\$13,904.45	\$0.00
9 <u>Cost Estimates</u>	\$3,610.00	\$1,800.00	\$0.00
10 <u>Specification/Bidding Documents</u>	\$8,235.00	\$7,515.00	\$0.00
11 <u>NEPA</u>	\$2,350.00	\$664.13	\$0.00
12 <u>Right of Way Allowance (includes GRI)</u>	\$12,600.00	\$11,352.66	\$0.00
13 <u>Meetings/Open House</u>	\$10,960.00	\$4,671.73	\$0.00
14 <u>Modification #1</u>	\$10,000.00	\$9,385.00	\$0.00
15 <u>Modification #2</u>	\$2,100.00	\$1,008.00	\$0.00
16 <u>Modification #3 Surveying</u>	\$13,320.00	\$19,792.50	\$0.00
17 <u>Modification #3 Right of Way Work</u>	\$227,565.00	\$96,900.54	\$37,449.31
18 <u>Modification #3 Right of Way Drawings</u>	\$3,880.00	\$6,325.00	\$0.00
19 <u>Modification #3 Revise Specifications</u>	\$2,000.00	\$0.00	\$0.00
20 <u>Modification #3 ODOT Plan Revisions</u>	\$16,000.00	\$21,565.50	\$0.00
21 <u>Modification #3 ODOT Meetings</u>	\$3,160.00	\$1,423.13	\$0.00
22 <u>Modification #3 Water Main Additional Section</u>	\$3,160.00	\$3,150.00	\$0.00
Subtotal Time Expense/Costs	\$443,211.00	\$334,545.45	\$37,449.31

Total Invoice	\$37,449.31
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Total Past Due from invoice 07-11 #1291

\$ 15,294.19

Approved By

Total Due Now

\$52,743.50


Greg Thiel
PROJECT MANAGER

NW Engineers
19075 NW Tanasbourne Drive
Suite 160
Hillsboro, OR 97124
Phone (503) 601-4401
Fax (503) 601-4402

For professional services through August 12, 2011

Billing Detail				
Project Management				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Greg Thiel	Mileage			\$0.00
Greg Thiel	Meals			\$0.00
	Copies and postage			\$0.00
Subtotal				\$0.00
Survey				
Name	Designation	Hours	Rate	Amount
Bayside Surveying	Additional Topo			\$0.00
	5% markup			\$0.00
Subtotal				\$0.00
Offsite Survey				
Name	Designation	Hours	Rate	Amount
Bayside Surveying	Office Site Surveying			\$0.00
	5% markup			\$0.00
Subtotal				\$0.00
Geotechnical				
Name	Designation	Hours	Rate	Amount
Chinook GeoServices	Geotech field work			\$0.00
	5% markup			\$0.00
Subtotal				\$0.00
Preliminary Civil Engineering				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Subtotal				\$0.00
Preliminary Stormwater Engineering				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager		\$125.00	\$0.00
Subtotal				\$0.00

NW Engineers
 19075 NW Tanasbourne Drive
 Suite 160
 Hillsboro, OR 97124
 Phone (503) 601-4401
 Fax (503) 601-4402

Final Civil Engineering Design				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Matt Clemens	Technician	0	\$90.00	\$0.00
Richard Gitschlag, PE	Engineer	0	\$95.00	\$0.00
	5% markup			\$0.00
Richard Gitschlag, PE	Copying			\$0.00
Richard Gitschlag, PE	Mileage			\$0.00
Subtotal				\$0.00

Final Stormwater Design				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Chris Baker	Planning Designer	0	\$90.00	\$0.00
Danelle Isenhardt	Planning Designer	0	\$90.00	\$0.00
Matt Clemens	Technologist	0	\$90.00	\$0.00
Clint Davis	Engineer	0	\$75.00	\$0.00
Clint Davis	Mileage			\$0.00
Subtotal				\$0.00

Cost Estimates				
Name	Designation	Hours	Rate	Amount
Matt Clemens	Technician		\$90.00	\$0.00
Subtotal				\$0.00

Specification/Bidding Documents				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Danelle Isenhardt	Planning Designer	0	\$90.00	\$0.00
Subtotal				\$0.00

NEPA				
Name	Designation	Hours	Rate	Amount
Subtotal				\$0.00

Right of Way Allowance (includes GRI)				
Name	Designation	Hours	Rate	Amount
GRI Invoice Markup				
Subtotal				\$0.00

NW Engineers
19075 NW Tanasbourne Drive
Suite 160
Hillsboro, OR 97124
Phone (503) 601-4401
Fax (503) 601-4402

Meetings/Open House				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Subtotal				\$0.00
Modification #1				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Matt Clemens	Technologist	0	\$90.00	\$0.00
Subtotal				\$0.00
Modification #2				
Name	Designation	Hours	Rate	Amount
Bayside Surveying Markup				\$0.00
Subtotal				\$0.00
Modification #3 Surveying				
Name	Designation	Hours	Rate	Amount
Bayside Surveying Markup				\$0.00
Subtotal				\$0.00
Modification #3 Right of Way Work				
Name	Designation	Hours	Rate	Amount
Right of Way Associates	Bill 7/25/11 and 8/2/11			\$36,895.87
Markup-				\$553.44
Subtotal				\$37,449.31
Modification #3 Right of Way Drawings				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager		\$125.00	\$0.00
Matt Clemens	Technologist	0	\$90.00	\$0.00
Subtotal				\$0.00
Modification #3 Revise Specifications				
Name	Designation	Hours	Rate	Amount
				\$0.00
Subtotal				\$0.00

NW Engineers
19075 NW Tanasbourne Drive
Suite 160
Hillsboro, OR 97124
Phone (503) 601-4401
Fax (503) 601-4402

Modification #3 ODOT Plan Revisions				
Name	Designation	Hours	Rate	Amount
Matt Clemens	Technologist	0	\$90.00	\$0.00
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Chris Baker	Technologist		\$90.00	\$0.00
Subtotal				\$0.00
Modification #3 ODOT Meetings				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager		\$125.00	\$0.00
Matt Clemens	Technologist	0	\$90.00	\$0.00
Mileage-G. Thiel				\$0.00
Subtotal				\$0.00
Modification #3 Water Main Additional Section				
Name	Designation	Hours	Rate	Amount
Matt Clemens	Technologist	0	\$90.00	\$0.00
Subtotal				\$0.00
Project Total				<u>\$37,449.31</u>

NW Engineers
19075 NW Tenesbourne Drive
Suite 160
Hillsboro, OR 97124
Phone (503) 601-4401
Fax (503) 601-4402



Right-of-Way Associates, Inc.
10186 SW Laurel St.
Beaverton, OR 97005
Phone: (503) 644-3436 Fax: (503) 644-7400

NW Engineers LLC
Attn: Greg Thiel
19075 NW Tanasbourne Dr, Ste 160
Hillsboro, OR 97124

Date: 7/25/2011
INVOICE
11002-063011-005

Job Number	Project Name	Due Date
11-002	3rd Street Road & Drainage	Net 30 Days
Contract Expiration Date: December 31, 2011		
Services Provided		Amount
For Professional Services between 06/01/2011 and 06/30/2011		
3rd Street Road and Drainage	\$	1,963.70
Decambra.01		40.00
CrispinProperties.02		36.00
Cummings.03		44.00
United States Bakery.04		176.00
Zweifel Trust.05		44.00
Kephart.06		60.00
Lovitt.07		93.33
Mezyk Zweifel.08		8.00
Schultz.09		126.68
Tillamook School District #9.58		56.00
Jacob.10		153.34
Cole.11		301.34
Fletcher.13		126.67
Long.14		72.00
Lane.15		124.00
Billow.16		86.67
Wodesky.17		66.67
Dickson.18		68.00
Plantenga.19		36.00
Crabtree.20.		44.00
Wright.21		188.01
LeWallen.22		58.67
Wyss.23		400.01
Hayes.24		50.67

NW Engineers, LLC
Payables

Project No.	
Fixed Asset	
Acct No.	
Due Date	
QB	
Approved	<i>Greg Thiel</i>
Date	8/12/11



Right-of-Way Associates, Inc.
10186 SW Laurel St.
Beaverton, OR 97005

Phone: (503) 644-3436 Fax: (503) 644-7400

Faudskar.25	
Degree.27	194.67
Garcia Trust.28	82.67
Musgrove.29	36.00
Goodspeed.30	32.00
Coy.31	45.33
Brennan.32	28.00
Pickett.33	44.00
Brown.34	66.67
Rodman-Hendrickson.36	60.00
White.37	24.00
Bouthiller.38	36.00
Weber.39	44.00
Palter.40	84.00
Dean.41	32.00
Haley.42	24.00
Jones.43	24.00
Thompson.44	56.00
Wilks.45	53.33
Phillips.46	60.00
Phillips.47	24.00
Priss.48	24.00
Bristow.49	58.67
Seeger.50	32.00
Griffeth.51	66.67
Griffeth.52	26.67
Thompson.53	20.00
Erickson.54	58.67
Crume.55	24.00
E & E Autobody.56	36.00
Martin.57	40.00
Tillamook Co. Trans. Dist.59	58.67
	400.01
Direct Costs:	
Postage	
Appraisal Reports - Real Estate Appraisal & Consultation	76.08
Thompson.53	
Martin.57	2,200.00
Griffeth.51/52	2,200.00
Seeger.50	2,200.00
	2,200.00
Total Invoice Amount:	\$ 15,195.87



ROWA
RIGHT-OF-WAY ASSOCIATES, INC.

Right-of-Way Associates, Inc.

10186 SW Laurel St.

Beaverton, OR 97005

Phone: (503) 644-3436 Fax: (503) 644-7400

Account Status - Summary to Date			
Authorized Limit		\$	224,200.00
Previously Billed	80,272.64		
This Billing	15,195.87		
Total Billings to Date	\$ 95,468.51		
Remaining Funds		\$	128,731.49



Right-of-Way Associates, Inc.
 10186 SW Laurel St.
 Beaverton, OR 97005
 Phone: (503) 644-3436 Fax: (503) 644-7400

NW Engineers LLC
 Attn: Greg Thiel
 19075 NW Tanasbourne Dr, Ste 160
 Hillsboro, OR 97124

Date:
 8/2/2011
INVOICE
 11002-073111-004

Job Number	Project Name	Due Date
11-002	3rd Street Road & Drainage	Net 30 Days
Contract Expiration Date: December 31, 2011		
Services Provided		Amount
For Direct Cost between 07/01/2011 and 07/31/2011		
Appraisals - Real Estate Appraisal & Consultation		
United States Bakery.04		200.00
Long.14		2,200.00
Lane.15		2,200.00
Billow.16		2,200.00
Wodesky.17		2,200.00
Wright.21		200.00
LeWallen.22		1,100.00
Degree.27		2,200.00
Garcia Trust.28		2,200.00
Goodspeed.30		2,200.00
Coy.31		2,200.00
Brennan.32		2,200.00
Pickett.33		2,200.00
Brown.34		2,200.00
White.37		2,200.00
Weber.39		2,200.00
Jones.43		2,200.00
Bristow.49		2,200.00
Appraisal Invoice already billed		(12,800.00)
Total Invoice Amount:		\$ 21,700.00
Account Status - Summary to Date		
Authorized Limit	\$	224,200.00

NW Engineers, LLC
 Payables

Project No.	
Fixed Asset	
Acct No.	
Due Date	
QB	
Approved	<i>Greg Thiel</i>
Date	8/8/11



ROWA
RIGHT-OF-WAY ASSOCIATES, INC.

Right-of-Way Associates, Inc.
10186 SW Laurel St.
Beaverton, OR 97005

Phone: (503) 644-3436 Fax: (503) 644-7400

Previously Billed		58,572.64	
This Billing		<u>21,700.00</u>	
Total Billings to Date	\$	80,272.64	
Remaining Funds			\$ 143,927.36

♦ **William E. Adams, MAI** ♦
Real Estate Appraisal & Consultation
1809 Sunburst Terrace NW
Salem, OR 97304
Tel: (503) 585-6656
Fax: (503) 585-6444
Email: 1billadams@comcast.net

Invoice

July 25, 2011

Right-of-Way Associates, Inc.
10186 SW Laurel Street
Beaverton, OR 97005

Purchase Order No.: n/a
Project: Tillamook 3rd Street Project

Our File No.: 110501
Federal I.D. No.: 20-8966410

Appraisal Service(s) Rendered: Preparation of Summary appraisal reports estimating Just Compensation for the acquisition of partial takings. This invoice covers completion of nine reports as well as incurred costs prior to cancellation of three report files.

Completed Appraisal Files:

Long (Parcel #14)	\$2,200
Coy (Parcel #31)	2,200
Brennan (Parcel 32)	2,200
Goodspeed (Parcel 30)	2,200
Degree (Parcel 27)	2,200
Pickett (Parcel 33)	2,200
White (Parcel 37)	2,200
Brown (Parcel 34)	2,200
Weber (Parcel 39)	2,200

Incurred Costs Prior to File Cancellations:

LeWallen (Parcel #22)	1,100	
U.S. Baker (Parcel #4)	200	
Wright (Parcel #21)	<u>200</u>	\$21,300

Less Payment Received To Date: 12,800

Balance Due: **\$8,500**

Balance Due upon Receipt of Invoice

◆ **William E. Adams, MAI** ◆
Real Estate Appraisal & Consultation
1809 Sunburst Terrace NW
Salem, OR 97304
Tel: (503) 585-6656
Fax: (503) 585-6444
Email: 1billadams@comcast.net

July 28, 2011

Right-of-Way Associates, Inc.
10186 SW Laurel Street
Beaverton, OR 97005

Purchase Order No.: n/a
Project: Tillamook 3rd Street Project

Our File No.: 110501
Federal I.D. No.: 20-8966410

Appraisal Service(s) Rendered: Preparation of Summary appraisal reports estimating Just Compensation for the acquisition of partial takings. This invoice covers completion of six reports.

Completed Appraisal Files:

Bristow (Parcel #49)	\$2,200
Lane (Parcel #15)	2,200
Wodesky (Parcel 17)	2,200
Billow (Parcel 16)	2,200
Garcia Family Trust (Parcel 28)	2,200
Jones (Parcel 43)	<u>2,200</u>

Balance Due: \$13,200

Balance Due upon Receipt of Invoice

Invoice

THIRD STREET DESIGN CONTRACT WITH NW ENGINEERS

COUNTY PORTION \$11,000.00 (our portion was paid on 8/3/10 payment)
TURA PORTION \$151,026.00
TOTAL CONTRACT AMOUNT \$162,026.00
Change Order # 1 \$10,000.00
Change Order # 2 \$2,100.00 \$174,126.00
Change Order #3 \$269,085.00 TURA will pay \$133,000 and County will pay \$136,085.00
TOTAL WITH CHANGES \$443,211.00

7/10/2010	Invoice #1126	18,109.85	County paid \$11,000 TURA paid \$7,109.85
8/10/2010	Invoice #1130	28,699.67	
9/30/2010	Invoice #1156	21,365.56	
11/1/2010	Invoice #1174	25,675.90	
12/1/2010	Invoice #1184	28,216.43	
1/3/2011	Invoice #1200	18,477.75	
2/1/2011	Invoice # 1192	17,092.03	
3/1/2011	Invoice #1199	10,491.89	
4/1/2011	Invoice #1228	5,996.92	last payment on \$174,126.00 Portion
4/1/2011	Invoice 1228	7,567.11	First payment on \$269,085.00 will divide 50% each agency
5/3/2011	Invoice #1247	24,314.00	50% each agency
6/1/2011	Invoice #1272	36,801.64	50% each agency
6/30/2011	Invoice #1281	25,205.25	50% each agency
7/31/2011	Invoice #1291	30,588.38	50% each agency (only paid \$15,294.19 owe \$15,294.19)
8/12/2011	Invoice #1302	37,449.31	50% each agency

Starting 4/1/11 \$269,085.00 bills will be divided 50% to each agency		
TURA	COUNTY	
133,000.00	136,085.00	
3,783.56	3,783.56	4/1/2011
12,157.00	12,157.00	5/3/2011
18,400.82	18,400.82	6/1/2011
12,602.62	12,602.63	7/5/2011
15,294.19	15,294.19	8/2/2011
18,724.65	18,724.66	8/15/2011
62,238.19	62,238.20	Paid to Date
70,761.81	73,846.80	Balance

Paid to Date 336,051.69

Balance on Contract **\$107,159.31**



Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141

Phone: 503-842-2472

Fax: 503-842-3445

Tillamook Urban Renewal Agency
Loan - Grant Program Application

Date of Submission _____

1) Applicant

Name: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____

Email address: _____

2) Business or Property Needing Improvement

Business Name or Description: _____

Property Address: _____

Owner's Name: _____

Owner's Address _____

Owner or Business Phone: _____

3) Brief Description of Renovation Project and Costs



Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141

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Fax: 503-842-3445

Please complete the Project Budget below:

Expenses	Amount
Permits	
Architect	
Materials	
Labor	
Other Project Expense	
Other Project Expense	
Total Expense	

Project Funding Sources	Amount
Amount of TURA Loan Request	
Amount of TURA Grant Request	
Owner Contribution	
Other Source of Funds	
Other Source of Funds	
Total Cost of Project	



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Where did your estimated costs come from? _____

4) If applicant is not the owner of the subject property, does applicant:

Rent or Lease _____ Lease Expires _____

5) To be included with application

- ___ Evidence of Ownership
- ___ Property Owner Consent Form
- ___ Plot Plan
- ___ Preliminary Design Drawings (rough design showing approximate improvements)
- ___ Cost Estimate from Licensed Contractor
- ___ Copy of Lease (if applicable)

6) Certification by Applicant

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the applicant's knowledge.

If the applicant is not the owner of the property to be renovated, or if the applicable business is a partnership corporation, etc. rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the renovation work on the property.

Applicant's Signature

Date

Applicant's Signature

Date

Return Completed Application to: Tillamook Urban Renewal Agency
210 Laurel Ave
Tillamook, OR 97141



**Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141**

Phone: 503-842-2472

Fax: 503-842-3445

**TURA GRANT & LOAN PROGRAM
Guidelines and Overview**

The Tillamook Urban Renewal Agency (TURA) offers City of Tillamook commercial property owners loans and grants for the purpose of renovating and improving the exterior look of the property. Funds can be used for structural and aesthetic building improvements, but must include façade improvements. A renovation plan must provide wheelchair accessibility from at least one entrance at street level, if one is not currently available. This program does not provide funds for work previously completed. Loan and grant funds are subject to TURA's availability of annual funding.

Eligibility requirements are:

- 1) Subject properties must fall within the Urban Renewal boundary. The TURA's current funding priorities are within the Town Center boundary.
- 2) Eligible activities: including, but not limited to, rehabilitation of building facades, including masonry cleaning, cornice restoration, new siding, exterior painting, canopies and window awnings, repair to gutters and downspouts, removal of old signs and replacement with new conforming signs and improvements which enhance the pedestrian environment. At TURA discretion, funds may also be used for structural upgrades, code compliance, and minor additions.
- 3) Ineligible activities: including, but not limited to, working capital, refinancing of existing debt, security systems, personal property, furnishing inventory, billboards.

Program Objectives are:

- 1) Exterior facades shall be updated and integrated into a design that complements adjacent structures to provide a harmonious composition of masses, materials, colors, and textures conforming to the standards of the Tillamook Zoning Ordinance and/or the Tillamook Town Center Plan.
- 2) The TURA adopted color palette shall be used in the selection of colors used by the applicant.
- 3) Lighting standards and fixtures shall be of design and size compatible with the building and adjacent areas.
- 4) Building components, such as windows, doors, eaves and parapets, shall have good proportions and relationships to one another.
- 5) Design attention shall be given to mechanical equipment or other utility hardware so as to screen them from view to the extent feasible.



Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141

Phone: 503-842-2472

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- 6) Signs will be a part of the architectural concept. Size, materials, color, lettering, and location shall be harmonious with the building design and the number of signs shall be minimized.
- 7) The TURA Proposal Committee, at its discretion, may consider other conditions or building appurtenances.

Funds are awarded by application only, unless part of a TURA generated special program.

Annual deadline – January 11, 2012

PROPERTY OWNERS

TURA may provide up to \$100,000 in loan or grant funds or a combination of both. The interest rate for a loan will be recommended by the TURA Proposal Committee of the TURA Board of Directors. Loan processing and closing costs will be paid by the borrower. Terms of the loans are ten (10) year payback, fully amortized through monthly payments. In addition to the above maximum limit, the property owner may receive up to twenty (20) hours of free professional design consultation upon TURA Board approval with a maximum value of \$1,200. Multiple loans for multiple properties having the same owners are available.

BUSINESS OWNERS

A business owner who does not own the property on which their business is located may also qualify for the program. TURA may provide up to \$5,000 in loan or grant or a combination of both. If a loan is awarded, it will be a personally guaranteed loan by the business owner. The interest rate for a loan will be recommended by the TURA Proposal Committee of the TURA Board of Directors. Loan processing and closing cost will be paid by the borrower. Terms of the loans are five (5) year payback, fully amortized through monthly payments. In addition to the above maximum limit, the business owner may receive up to ten (10) hours of free professional design consultation upon TURA Board approval for a maximum of up to \$600.



Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141

Phone: 503-842-2472

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PROCESS

Agency staff will determine if an application is substantially complete and meets with program eligibility requirements. The application will then be presented to the TURA Proposal Committee for tentative evaluation against the program objectives and approval to proceed. The application is then forwarded to the banking representative who will request preliminary title reports, credit reports, and appraisals or perform alternative procedures to determine the credit worthiness of the applicant and the project.

Applicants may provide a fee appraisal that is less than twelve (12) months old to be used as the current valuation of the property. The bank will not approve the loan but will provide information for the Proposal Committee to determine the merits of the project and the ability of the applicant to repay the loan.

The Proposal Committee shall function as the body that determines whether the project meets the mission and purpose statements of the Grant-Loan Program. Their grant-loan approval recommendations will be sent to the TURA Board for final approval. The Board will endeavor to render its decisions regarding applications within two months of submission.

- * Applications are available at the TURA office: 210 Laurel Avenue, Tillamook, Oregon or on line at:
http://www.tillamookor.gov/images/2010_URA_Grant-loan_Application.pdf
- * Completed application will include the information/application form, evidence of property and/or business ownership, a plot plan, preliminary design drawings, and a description of methods and materials to be used.
- * The applicant will also provide itemized cost estimates from a licensed contractor, the amount of the being applied for, and estimated project completion time.
- * Submit application to the TURA office at 210 Laurel Avenue, Tillamook.
- * Application will be reviewed by the Proposal Committee.
- * If the application is deemed in conformance with requirements, it will be sent to the bank for processing. This process includes (but is not limited to) an interview, site inspection, preliminary title report, credit report and appraisal/evaluation report. This information will be summarized and forwarded to the Proposal Committee.
- * Professional design consultation is then available to applicant (upon TURA Board approval)
- * Applicant finalizes cost estimates with a licensed contractor.
- * Proposal Committee and City staff meets and make recommendation to TURA Board
- * TURA Board approves, modifies, or rejects the application
- * When Agency approves the application; construction phase will be administered and monitored by the bank representative in accordance with existing bank procedures or by the TURA Contract Committee.



Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141

Phone: 503-842-2472

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- * Construction must begin within six (6) months and completed within twelve (12) months of TURA approval.
- * Repayment begins after the first draw request, with payments based on the entire loan amount, unless otherwise agreed upon by TURA and borrower.
- * Processing and closing fees are paid by the borrower and not included in the loan amount.

CONDITIONS AND CONSIDERATIONS

1. The TURA shall have the sole authority to approve an application.
2. The borrower must demonstrate the ability to repay the loan in a timely manner.
3. The bank loan is to be a construction type loan. Funds are disbursed as work is completed and verified by the TURA Contract Committee.
4. The program contracts with local design professionals for design services.
5. Projects that do not comply with submitted plans will not qualify and the TURA has the authority to issue a stop order and the applicant will be required to meet with the TURA Contract Committee.
6. Commercial and business applicants must be current with all City taxes, licenses and fees and must provide wheelchair accessibility from at least one entrance at street level.
7. If the applicant is not the owner of the property to be renovated, written authorization from the property owner must be submitted with the application.
8. Minor addition(s) to an existing structure do not increase the square footage of the existing structure by more than 50%.
9. Note is due and payable upon the sale or refinance of the property or business.

COLLECTION POLICY

All liens will be a Deed of Trust, Promissory Note and/or Demand Note with default terms specified on the note. All loans will have personal guarantees. All loans will become due and payable in full, upon sale of or transfer of lease of the property. Delinquencies, collection procedures, and foreclosures will be in accordance with existing bank procedures. The TURA reserves the right to place additional terms upon the Applicant should it deem necessary.

**FOR MORE INFORMATION PLEASE CONTACT THE
TILLAMOOK URBAN RENEWAL AGENCY
503-842-2472**

**City Manager Paul Wyntergreen – Ext. 3460
Executive Assistant Debbi Reeves – Ext. 3463**

**TILLAMOOK URBAN RENEWAL AGENCY
COMMERCIAL GRANT & LOAN PROGRAM (CGL) AGREEMENT**

THIS AGREEMENT, is made and entered into this _____ day of _____ the year 20_____, by and between THE TILLAMOOK URBAN RENEWAL AGENCY ("TURA"), and _____, of the commercial _____ building ("RECIPIENT").

WITNESSETH:

THAT WHEREAS, the TURA and the RECIPIENT desire that the _____ building, located on tax lot number: _____, at the street address _____, Tillamook, Oregon 97141 and legally described in Exhibit "A" attached hereto and made a part hereof, be enhanced in its exterior condition, restored in its historic character, revitalized in its aesthetic distinctiveness and structural integrity, and provided accessibility if not currently available; and

WHEREAS, the TURA and the RECIPIENT have agreed to the project proposal plans as identified in the TURA approval of some or all of Exhibits 1, 2, 3, and 4 attached hereto and made a part hereof; and

WHEREAS, the TURA and the RECIPIENT on this day have made and entered into a Maintenance Covenant, Exhibit _____, which is incorporated in this CGL Program Agreement and the provisions herein; and

NOW, THEREFORE, the RECIPIENT, as his or her own expense, and in consideration of the sum of \$ _____ in grant-in-aid loan assistance provided by a bank (the "Bank") through the TURA CGL Program (the "Loan"), agrees to enhance said building through means of preservation, rehabilitation, restoration or reconstruction according to the following terms, conditions and deadlines, adequate consideration having been acknowledged.

DEADLINES

By _____ 20 _____, the RECIPIENT shall complete all project work to make the property comply with this Agreement (the "Completion Date"). However, upon the RECIPIENT's written request, made prior to the Completion Date, the TURA may allow a one-time extension of up to 180 days. Failure to complete the project by the deadline date shall constitute material default in the Loan and shall entitle Bank and TURA to exercise any and all contractual, legal, and equitable remedies, including acceleration of the Loan, making it immediately due and payable.

MAINTENANCE COVENANT

For the purposes of enhancing, preserving and protecting the commercial building located in the TURA commercial area, the RECIPIENT (or property owner, if different from RECIPIENT) has (as the declarant) executed the Declaration of Covenants And Restrictions, a copy of which is attached hereto and made a part hereof declaring that the property, and every part thereof, shall be held, sold and conveyed subject to certain covenants running with the land for a period of five years after successful loan payoff, and that the covenants shall be binding on all parties having any right, title, or interest in the property and every past thereof, their heirs successors, and assigns.

REQUIREMENTS FOR PROJECT WORK

1. **PROJECT DESCRIPTION:** The proposed project of the property is described and shown in Exhibits 1, 2, 3 and 4 of the CGL Program Application. Any changes to the proposed project must first be requested by the RECIPIENT in writing and approved by the TURA in writing prior to commencement of construction.

2. **RESPONSIBILITY OF THE RECIPIENT.** The RECIPIENT must strictly comply with the Policy and Guidelines section of the CGL Program Manual. Within ten (10) days of completion of the project, the RECIPIENT must submit itemized final costs and verification of payment and inspection request by the TURA. RECIPIENT acknowledges that the approved project must be completed, inspected and approved by the TURA.
- 3, **LIEN WAIVERS. RECIPIENT** shall be responsible for obtaining executed lien waivers from the project contractor and material providers when payment is made and to deliver a copy of the lien waivers to the TURA.
4. **PROJECT PRIORITIES** The RECIPIENT shall give priority to repairs needed to prevent deterioration of the building.
5. **PROJECT APPEARANCE** The RECIPIENT shall exercise best efforts to maintain a clean and neat construction site while the project work of the property takes place.

MISCELLANEOUS PROVISIONS:

1. **MODIFICATIONS TO AGREEMENT.** The terms and conditions of this Agreement may be changed with the approval of both the TURA and the RECIPIENT as new and unforeseen circumstances arise. Changes in the terms and conditions of this Agreement shall be made in writing and signed by both parties.
2. **TIME OF THE ESSENCE.** Time is of the essence of this Agreement.
3. **HOLD HARMLESS.** RECIPIENT shall indemnify and hold the TURA harmless for, from and against any and all claims, demands, suits, actions or judgments, and all expenses (including attorney's fee incurred by the TURA), arising from or in any way related to the proposed project.
4. **ATTORNEY FEES.** If a dispute arises in connection with this agreement, including any rescission thereof, the prevailing party in such dispute shall be entitled to receive reasonable attorney fees and costs from the other party, including the costs of any appeal.
5. **WAIVER.** No failure on the part of the TURA to enforce any term herein nor the waiver of any right hereunder by the TURA shall discharge or invalidate such term or other term, condition of deadline hereof, or affect the right of the TURA to enforce the same in event of a subsequent breach or default.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as the dates set forth below:

“TURA”	“RECIPIENT”
Print Name:	Print Name:
Signature:	Signature:
Date:	Date:

MAIN STREET AT WORK: BUILDING JOBS & PRESERVING DOWNTOWNS! OREGON MAIN STREET ANNUAL CONFERENCE



OCTOBER 5-7, 2011 • BAKER CITY, OREGON

About the Conference: Get ready to be inspired! Make new connections and get new tools to keep your downtown vibrant and competitive in today's market. The 2011 Oregon Main Street Annual Conference will offer proven ideas and strategies for preservation-based revitalization that is relevant to rural, mid-sized, and urban communities. This conference is a great way to look at the "big picture" of downtown revitalization by discovering fresh ideas and learning numerous ways to turn your historic downtown or neighborhood commercial district into a bustling center of activity. Sessions cover a variety of topics for both beginners and those with experience. The format includes walking tours, lectures, and networking time. Join us for this very special, one-of-a-kind conference!

Who Should Attend: Staff and volunteers of organizations focusing on downtown historic preservation and economic development, downtown business and property owners, government leaders, and others with an interest in the future of downtown will benefit from attending this conference.



Our Host Community: The setting for this year's conference is lovely downtown Baker City where the pioneering spirit and the sense of adventure still thrive along the Historic Oregon Trail. Known as the "Queen City of the Inland Empire" in the early twentieth century, profits from the gold mines financed many of the fine brick, masonry, and stone commercial buildings that grace the city. With its many registered historic buildings, Crossroads Carnegie Arts Center, terrific restaurants, national award winning brew pub, coffee houses, and one of a kind shopping, downtown Baker City is the perfect venue to showcase long-standing preservation-based revitalization efforts.

Keynote Address: You won't want to miss Roger Brooks' keynote address, "The 20 Ingredients of an Outstanding Destination." Have you ever wondered why some communities or downtowns are so successful while others struggle? To find out, the Destination Downtown International (DDI) team spent nearly 6 years studying more than 400 vibrant communities to uncover the most common elements that led to their success. In this lively keynote address, you'll hear stories from these great places and learn things you can do to enhance your community. Roger Brooks, CEO of DDI, has assisted nearly a thousand communities in their efforts to become better places to live, invest, establish a business, or visit.

Questions? Contact:
Sheri Stuart, Oregon Main Street Coordinator
503-986-0679

Register online at:
<http://OMS2011.eventbrite.com>



OREGON MAIN STREET ANNUAL CONFERENCE

PRELIMINARY PROGRAM

WEDNESDAY, OCTOBER 5

- 1:30 p.m. Registration Begins— Baker Tower Fireside Room
- 3-5:00 p.m. Welcome and Opening Remarks – Baker Tower Ballroom
Keynote Address featuring Roger Brooks, “The 20 Ingredients of an Outstanding Destination,” Funded in part by a grant from the Pacific Northwest Preservation Fund of the National Trust for Historic Preservation
- 5:30-7 p.m. Opening Reception: Sponsored by Historic Baker City, Inc., Baker Tower Ballroom

THURSDAY, OCTOBER 6

- 8:00 a.m. Registration—Baker Tower Fireside Room
- 8:30-10 a.m. • Things You Can Do Today to Make a Difference Tomorrow
• Beyond Old is the New Green: Achieving Sustainability While Maintaining Historic Significance
- 10:30-noon • The Nuts and Bolts of Downtown Circulation
• What Managers Need to Know About Retail & Retailers
• Walking Tour: Upstairs/Downtown
- 1:30-3 p.m. • 7 Basic Storefront Components Contributing to an Eye-catching & Appealing Store
• Building a Successful Framework for Volunteer Recruitment, Retention, & Recognition
• Walking Tour: Behind the Facades: Downtown’s Hidden Places
- 3:30-5 p.m. • From the Trenches: Main Street at Work in Oregon
• Keep it Real: Preserving with Authenticity
• Walking Tour: History of Downtown Baker City’s On-going Revitalization Efforts
- 5:30-7 p.m. Social Mixer/“Excellence in Downtown Revitalization Awards”
Queen City Room, Geiser Grand Hotel

FRIDAY, OCTOBER 7

- 8:00 a.m. Registration—Baker Tower Fireside Room
- 8:30-10 a.m. • Funding Tools for Main Street: Urban Renewal, EID, & BID
• Insuring Your Main Street
- 10:30-noon • No Photoshop® Required: Capture Great Photos to Grow Your Main Street Program
• Creating Successful Special Events

Opening Night Reception: Join your counterparts from around the state for an early evening social gathering sponsored by the Historic Baker City, Inc. in the Ballroom of the Baker Tower.

Excellence in Downtown Revitalization Awards: The Excellence in Downtown Revitalization Awards program celebrates and recognizes outstanding accomplishments in downtown revitalization throughout our state.

Walking Tours: Explore Baker City’s downtown business district for ideas to bring home and implement in your own community. Participants will have an opportunity to take various walking tours offered during the conference. On-site registration for tours available at check-in

Major Sponsors:
State Historic Preservation Office/OMS
Historic Baker City, Inc.
Clackamas County Main Street
National Trust for Historic Preservation
Oregon Transportation & Growth Management Program

Attire: Please dress comfortably. Casual or business attire is recommended for the entire conference.

Special Needs: Conference sites are fully accessible. Sign language interpreters and materials in alternate format are available. Please call Oregon Main Street at 503.986.0679 at least two weeks in advance to request special accommodations.

Lodging: There are many lodging options in the area. Special arrangements have been made with the following hotels – let them know you are with the Oregon Main Street Conference:

Geiser Grand Hotel – 541.523.1889
1996 Main Street *10% off room rates

Best Western – 541.523.6444
One Sunridge Lane*\$64 single/\$74 double

Always Welcome Inn – 541.523.3431
175 Campbell Street*\$57 single/\$65 double

Oregon Trail – 541.523.5844
211 Bridge Street*\$42.12 single/\$63.72 double



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/18/2011

PRODUCER Phone: (503) 842-8213 Fax: (503) 842-4932

HUDSON INSURANCE
612 PACIFIC AVE.
PO BOX 670
TILLAMOOK OR 97141

Agency Lic#: 802780

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE
HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR
ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE**NAIC #**

INSURED
JOHN W. JANAC
13903 SW HILLSHIRE DRIVE
PORTLAND OR 97223

INSURER A: **AMERICAN ECONOMY INSURANCE CO****AEC**

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS			
A		GENERAL LIABILITY	02BZ00553310	07/21/11	07/21/12	EACH OCCURRENCE	\$ 2,000,000		
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,000,000		
	<input type="checkbox"/>	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED. EXP (Any one person)	\$ 10,000		
	<input type="checkbox"/>					PERSONAL & ADV INJURY	\$ 2,000,000		
	<input type="checkbox"/>					GENERAL AGGREGATE	\$ 4,000,000		
	<input type="checkbox"/>					PRODUCTS - COMP/OP AGG	\$ 4,000,000		
	<input type="checkbox"/>						\$		
	GEN'L AGGREGATE LIMIT APPLIES PER:								
	<input type="checkbox"/>	POLICY				<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC		
						AUTOMOBILE LIABILITY			
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$		
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$		
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$		
		<input type="checkbox"/> HIRED AUTOS							
		<input type="checkbox"/> NON-OWNED AUTOS							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$		
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$		
		<input type="checkbox"/>				AUTO ONLY: AGG	\$		
		EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE	\$		
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$		
		<input type="checkbox"/>					\$		
		<input type="checkbox"/> DEDUCTIBLE					\$		
		<input type="checkbox"/> RETENTION \$					\$		
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS	OTHER		
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)				E.L. EACH ACCIDENT	\$		
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE-EA EMPLOYEE	\$		
						E.L. DISEASE-POLICY LIMIT	\$		
A		OTHER BUILDING W/REPLACEMENT COST	02BZ00553310	07/21/11	07/21/12	\$3,179,000 DEDUCTIBLE \$1,000			

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS
City of Tillamook and Tillamook Urban Renewal Agency are additional insured per the additional insured endorsement to be issued by the company

CERTIFICATE HOLDER

City of Tillamook
Tillamook Urban Renewal Agency
210 Laurel Ave
Tillamook, OR 97141

Attention:

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Kelsey Petty
Kelsey Petty

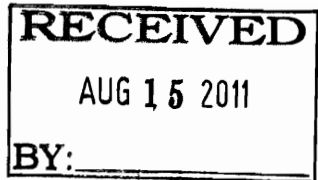
IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

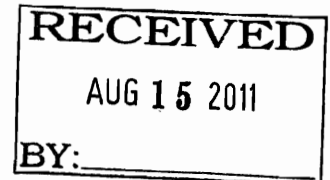
This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



TILLAMOOK COUNTY
Statement of Revenues and Expenditures - Taxing Districts
989 - Tillamook Urban Renewal District
From 7/1/2011 Through 7/31/2011

		Current Period Actual	Current Year Actual
Revenues			
Property Taxes - Current	4010	0.00	0.00
Property Taxes - Previous	4011	1,692.48	1,692.48
Interest	4699	0.64	0.64
Total Revenues		<u>1,693.12</u>	<u>1,693.12</u>
Distributions & Transfers			
Distributions to Districts	9104	1,693.12	1,693.12
Total Distributions & Transfers		<u>1,693.12</u>	<u>1,693.12</u>

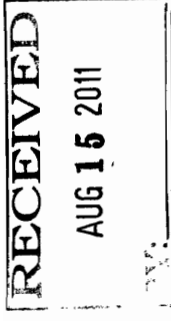
Tax year	Taxes	Interest					TOTAL
10-11	922.57						922.57
09-10	140.61	0.20					140.81
08-09	54.56						54.56
07-08	58.40						58.40
06-07	0.00						0.00
05-06	0.00						0.00
04-05	0.00						0.00
03-04	0.00						0.00
02-03	0.00						0.00
01-02	0.00						0.00
Total	1,176.14	0.20	0.00	0.00	0.00	0.00	1,176.34



989

TILLAMOOK URBAN RENEWAL
210 LAUREL AVENUE
TILLAMOOK OR 97141

POOL NUMBER: 3677
DATE: 12-Aug-11



TILLAMOOK COUNTY
Expanded General Ledger
989 - Tillamook Urban Renewal District
From 7/1/2011 Through 7/31/2011

GL Code	Effective Date	GL Title	Document Number	Debit	Credit	Transaction Description
1110	7/15/2011	LGIP #4169 - General	Opening Balance 3677071511	0.00		
1110	7/15/2011	LGIP #4169 - General	TX0711	1,692.48	1,693.12	Pool Transfers to Districts 07/11
1110	7/15/2011	LGIP #4169 - General	UI0711	0.64		Tax Distribution 07/11
			Transaction Total	1,693.12	1,693.12	Unsegregated Interest
Balance 1110		LGIP #4169 - General		0.00		
4010	7/31/2011	Property Taxes - Current	Opening Balance JE0711-012	0.00		Tax Distribution 07/11 Current to Previous/Doc#TX0711
4010	7/15/2011	Property Taxes - Current	TX0711	1,274.13	1,274.13	Tax Distribution 07/11
			Transaction Total	1,274.13	1,274.13	
Balance 4010		Property Taxes - Current		0.00		
4011	7/31/2011	Property Taxes - Previous	Opening Balance JE0711-012	0.00		Tax Distribution 07/11 Current to Previous/Doc#TX0711
4011	7/15/2011	Property Taxes - Previous	TX0711		1,274.13	Tax Distribution 07/11
			Transaction Total	0.00	1,692.48	
Balance 4011		Property Taxes - Previous			1,692.48	
4699	7/15/2011	Interest	Opening Balance UI0711	0.00		Unsegregated Interest
			Transaction Total	0.00	0.64	
Balance 4699		Interest			0.64	
9104	7/15/2011	Distributions to Districts	Opening Balance 3677071511	0.00		Pool Transfers to Districts 07/11
			Transaction Total	1,693.12	0.00	
Balance 9104		Distributions to Districts		1,693.12		